

***Regulation on the
UNDP CSO Advisory Board
in the Kyrgyz Republic***

I. Background	1
II. Goals and objective of the UNDP CSO Advisory Board	2
III. Formation of the UNDP CSO Advisory Board	3
IV. Membership in the UNDP CSO Advisory Board	3
V. Composition of the UNDP CSO Advisory Board	4
VI. Operating procedures of the UNDP CSO Advisory Board	4
VII. Selection procedure of UNDP CSO Advisory Board members	4
VIII. Requirements towards the candidates for membership in the UNDP CSO Advisory Board	5
IX. Termination of powers of the UNDP CSO Advisory Board members	5
X. Final provisions	5
XI. Annex	6
A. Instructions for the procedure of selection of candidates for membership in the UNDP CSO Advisory Board.	6
B. Organizational chart of the UNDP CSO Advisory Board	7
C. Acronyms used in the Regulation	8
D. Sources of information	8

I. Background

There is a globally observed trend of strengthened role of the civil society in the formulation and implementation of the new post 2015 development agenda, which was agreed with the governments of all countries of the world. The procedure of discussing the post 2015 agenda envisages broad participation of member states and the civil society representatives as part of the Open Working Group on sustainable development goals and in line with the Resolution No 69/244.

This process is accompanied by the growing concern over the reduced space for the activity of the civil society or complete closure of such organizations in many countries. Some governments imposed limitations on the opportunities for the NGOs to conduct their activity or obtain financing. In this regard, United Nations Development Program (hereinafter referred to as the UNDP) plays the key role in supporting the dialogue with governments on the necessity of having a sustainable and free civil society as an integral part of democracy. Thereby the Government and the civil society can work together for the attainment of common goals of having a better future, while the civil society can ensure the accountability of the government.

During his visit to the Kyrgyz Republic in June 2015 Mr. Ban Ki Moon, the UN Secretary General, stressed the progress of Kyrgyzstan in the achievement of Millennium Development Goals, he also called upon the leadership of

the country and its Parliament to play the “fundamental” role in protecting human rights and supporting international standards of human rights protection. Mr. Ban Ki Moon also had a meeting with the local authorities and the civil society organizations in Osh city (Kyrgyzstan), during the meeting he was informed about the results of cooperation between the UN and the civil society organizations in the area of peacebuilding and prevention of inter – ethnic conflicts.

In November 2014 Ms. Cihan Sultanoğlu, the Assistant Secretary-General of the United Nations, Assistant Administrator and Director of the Regional Bureau for Europe and the Commonwealth of Independent States (RBEC) of the United Nations Development Programme (UNDP) had a meeting with the civil society representatives in Bishkek. During the meeting she stressed that *“community and non – governmental organizations are strategic partners for UNDP both at the phase of design as well as at the phase of project implementation; UNDP globally applies various methods of cooperation with the civil society and UNDP in Kyrgyzstan can also take advantage of the best examples from international practice in this area”*.

Non – governmental organizations present at the meeting, in turn, expressed their wish that UNDP and the UN in general strengthened their cooperation with the civil society in the area of judicial reform, protection of human rights as well as other sectors that influence overall process of social – and – economic development of the country.

To that end and in view of available experience of cooperation between the UN and UNDP with the civil society organizations (including, *inter alia*, the UNDP Consultative Committee of the civil society, the Coordination Council on HIV / AIDS, the Commission on Sustainable Development and Confederation of female organizations of ASEAN countries with the special consultative status in ECOSOC etc. 1,2), the UNDP Country office in the Kyrgyz Republic launches the initiative to establish the UNDP Advisory Board composed of the civil society representatives.

II. Goals and objective of the UNDP CSO Advisory Board

- (1) **The long – term objective of the Advisory Board is** to offer effective recommendations and consultative support to the UNDP Country Office in the Kyrgyz Republic in its intentions to achieve development goals, outlined in the UNDP Strategic Plan, Country Program Action Plan, UNDAF as well as relevant programmatic documents.
- (2) **Immediate objectives are:**
 - ✓ Strengthened partnership between the UNDP and the civil society organizations;
 - ✓ Development of effective recommendations to enhance the contribution of the UNDP to the development of the Kyrgyz Republic.
- (3) **The main goal** of the Advisory Board is to strengthen partnership and cooperation between the civil society organizations and the UNDP within the framework of an **open dialogue**.
- (4) **Strategic directions of activity of** the Advisory Board are based on the provisions of the UNDP Strategic Plan (for 2014 – 17), more specifically:

Area of activity 1. Directions of Sustainable Development

- Analysis and advocacy
- Development planning and policy reforms
- Scalable initiatives on sustainable production capacity

¹ The list of non – governmental organizations with the consultative status in UN Economic and Social Council [web – version] As of August 13, 2004 is available at: http://www.un.org/esa/coordination/ngo/pdf/INF_List.pdf

² http://www.undp.org/content/undp/en/home/ourwork/partners/civil_society_organizations/advisorycommittee/

- Effective risk management

Area of activity 2. Inclusive and effective democratic governance systems

- Facilitating processes of scale in the area of governance
 - Context – specific response measures aimed at strengthening the accord between stakeholders and support to peaceful governance processes targeted towards the promotion of common national ideas.
- Strengthening governance and innovations

Policies and potential conducive to more accountable and open governance process:

- Vibrant, responsible and capable the civil society can strengthen these changes and in a broader sense make its own contribution to development;
- Raising integrity in the activity of state institutions;
- Policies and capacity targeted towards more effective governance;
- Strengthening the rule of law and security of citizens;
- Citizens’ welfare will be determined by improved access to natural resources necessary to ensure employment and livelihood.

Area of activity 3. Increased resilience

- Peacebuilding and development of statehood in post – conflict and transition environment
- Disaster risk reduction, preparedness, response and recovery

All areas of the UNDP activity include such cross – cutting issues as involvement of citizens, especially women and youth, ICT for development, problems of people with disabilities and gender equality aspects.

III. Formation of the UNDP CSO Advisory Board

- (1) The Advisory Board (*hereinafter referred to as the Board*) shall be convened by the UNDP Resident Representative in the Kyrgyz Republic;
- (2) The Advisory Board shall be convened for the term of **two years** with the extension of this period in the event of necessity;
- (3) The Advisory Board can be dismissed at the discretion of the UNDP Resident Representative or upon request of the overwhelming majority of the Board members (*see also section IX “Termination of powers of the Advisory Board”*).

IV. Membership in the UNDP CSO Advisory Board

- (1) The membership in the Advisory Board shall be voluntary and proposed solutions are recommendatory by their nature;
- (2) The Chairperson of the Advisory Board (*these functions are performed by the UNDP Resident Representative in the Kyrgyz Republic, in the event of absence or due to any other good reason, he / she is substituted by the Deputy Resident Representative / Senior Advisor to the Resident Representative*) is free in making decisions on recommendations given by the Board members;
- (3) The membership in the Advisory Board shall not entail any limitations on its members in the event that their respective organizations participate in the UNDP procurement processes;
- (4) The membership in the Advisory Board shall not envisage whatsoever remuneration on behalf of UNDP;
- (5) The membership in the Advisory Board shall not grant any privileges, benefits or immunities available to the staff or organizations of the UN system;
- (6) The members of the Advisory Board shall not delegate their powers to whatsoever person for the participation in the meetings;
- (7) The UNDP provides for the organization of travel of non – resident members for their participation in the Board meetings.

V. Composition of the UNDP CSO Advisory Board

- (1) The Advisory Board shall consist of **25 members**, of which 22 persons are representatives of the civil society organizations of the Kyrgyz Republic provided their activity is in line with directions outlined in the UNDP Strategic Plan for 2014 – 2017;

It is assumed that the having 25 members will ensure effective work and adoption of decisions on the basis of consensus.

- (2) The following persons are **permanent members** of the UNDP Advisory Board:

- *The UNDP Resident Representative in the Kyrgyz Republic (the Chairperson of the Board);*
- *The deputy UNDP Resident Representative in the Kyrgyz Republic;*
- *The Senior Advisor of the UNDP Resident Representative in the Kyrgyz Republic on programmatic issues.*

- (3) The Advisory Board shall be headed by the **chairperson** and **co – chairperson** (elected from among the members of the Advisory Board) annually on rotation basis;
- (4) In the event of absence of the Chairperson of the Board – the UNDP Resident Representative in the Kyrgyz Republic, he / she shall be substituted by the UNDP Deputy Resident Representative or the Advisor of the UNDP Resident Representative;
- (5) The Composition of the Advisory Board should reflect the gender balance.

VI. Operating procedures of the UNDP CSO Advisory Board

- (1) The UNDP Advisory Board shall have its meetings as necessary but at least once per quarter;
- (2) The agenda shall be determined independently by the Chairperson of the Advisory Board and / or upon proposal of the majority of the Board members;
- (3) The meetings of the Advisory Board can be attended by invited representatives of the state agencies, the civil society as well as staff of the UNDP and other UN agencies. The number of invited participants in the meeting should be within the limits allowing effective performance of the Advisory Board;
- (4) In line with the needs of the UNDP programs / projects, the Advisory Board can also have regular thematic meetings with various stakeholders (*public institutions, state agencies, business community, the civil society representatives*) for the purpose of determining and discussing the emerging challenges.

Such discussions shall allow hearing the opinions and recommendations of the main civil society groups, **namely:**

1. *National partners from the civil sector of the country, which, on the basis of contracts with the UNDP, are directly involved in implementation of programs and projects facilitating sustainable development, and*
2. *The representatives of the country's civil society who are not the direct partners (having no contractual arrangements with the UNDP in respect of programs / projects' implementation), but who expressed their interest in participating in the work of the Board and are elected in accordance with the provisions of section VII "Selection procedure of Advisory Board members".*

- (5) Issues which are not covered by this Regulation can be also considered in the course of Advisory Board operation;
- (6) All the UNDP projects shall provide organizational (logistic) and coordination support to the Advisory Board;
- (7) The information on formation and work of the Board shall be periodically posted on the UNDP web site.

VII. Selection procedure of UNDP CSO Advisory Board members

- (1) The Advisory Board shall be formed using two methods:

Method 1: 11 members of the Advisory Board shall be nominated in the following manner: 3 representatives for each civil society organization working in 3 program dimensions of UNDP in the Kyrgyz Republic (*Democratic governance, Sustainable development including Global Fund against AIDS, tuberculosis and malaria, Improved resilience*), one SCO representative from the UNDP gender program and one from UNDP M & E Unit.

Method 2: The remaining 11 members representing the civil society are elected through competitive bidding by preferential voting among CSO representatives;

- (2) The competition shall be announced in the media, web site and in social networks;
- (3) The candidates who presented the documents not in line with the requirements indicated in the relevant notice, shall not be eligible to participate in the competition;
- (4) The selection of candidates is done through **preferential voting** from among CSO representatives who submitted their documents in line with all requirements;
- (5) The candidates who entered the first 11 positions in terms of votes cast, shall become members of the Advisory Board (core members). The candidates who take positions from 12 to 18 shall be deemed elected in the pool of candidates for membership in the Board;
- (6) Since the formation of the Advisory Board, the UNDP shall arrange a debriefing meeting with the elected members of the Board.

VIII. Requirements towards the candidates for membership in the UNDP CSO Advisory Board

- (1) To participate in the competition, the candidates should represent the civil society organizations (*one candidate from one organization*), registered in the Kyrgyz Republic and performing their activity on various levels (local, provincial, national);
- (2) The candidates shall provide all statutory documents of their organization: *a copy of the registration certificate and the Charter of the organization*;
- (3) The candidates shall present a cover letter from the NGO to UNDP with the justified proposal to include the candidate in the membership of the Advisory Board;
- (4) The candidates should possess relevant experience to provide recommendations to the UNDP in implementation of its main strategic vectors of activity listed in Section II of the present Regulation "*Goals and objective of the Advisory Board*".

IX. Termination of powers of the UNDP CSO Advisory Board members

The powers of the Advisory Board members from the civil society can be terminated due to the following reasons:

- (1) *Expiration of their election term*;
- (2) *Personal request submitted in writing*;
- (3) *Absence at 3 and more meetings of the Board without good reason*;
- (4) *Decision of the majority of the Board members*.

X. Final provisions

- (1) The present Regulation shall enter into force since the date of its approval by the UNDP Resident Representative in the Kyrgyz Republic;
- (2) The proposals to introduce changes in the present Regulation shall be forwarded to the Chairperson of the Advisory board by the Board members in writing;
- (3) The decisions on introducing changes in the present Regulation shall be made by its Chairperson at his / her discretion.

XI. Annex

A. Instructions for the procedure of selection of candidates for membership in the UNDP CSO Advisory Board.

Instructions for the procedure of selection of members of the UNDP CSO Advisory Board.

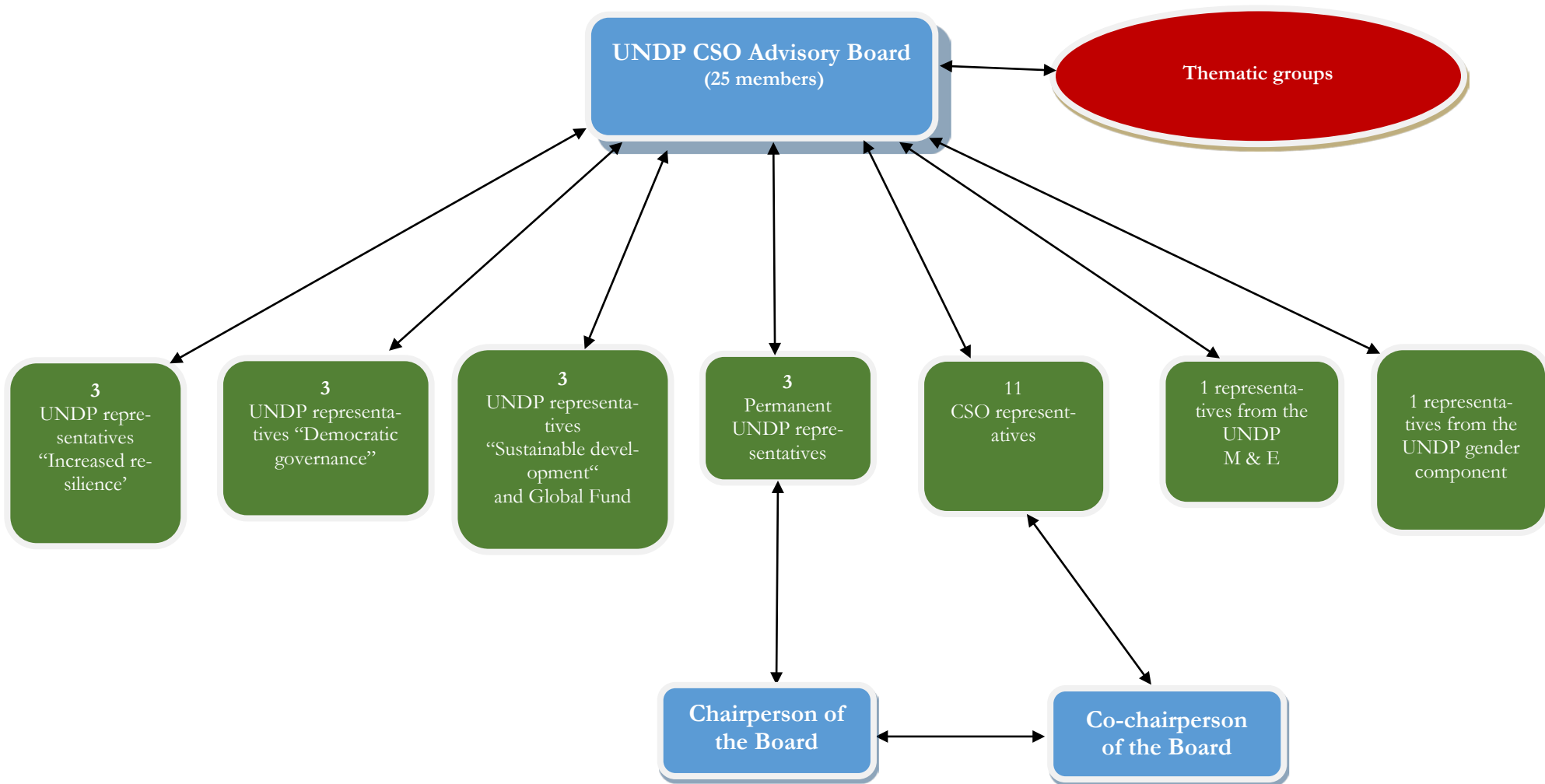
Before the competition the UNDP representative shall inform the participants on the outcomes of preliminary verification of applications for membership in the Advisory Board, introduce the supervisory commission and read the names of eligible candidates.

The candidates whose applications fail to meet the requirements, shall not be allowed to participate in the competition.

Procedure of voting for candidates to be elected members of the UNDP CSO Advisory Board:

- 1) The UNDP representative shall announce the objectives of the Board and selection conditions;
- 2) There shall be a transparent ballot box installed in the competition room;
- 3) The members of the supervisory commission from UNDP (**2 members**) and independent SCO (**3 members**), shall display to the participants in the competition the empty ballot box for voting, after that the process of preferential voting shall start:
 - The candidates shall be given **3 minutes** for oral presentation of their candidacy before the voting, they shall be also provided with a full list of all participants in the competition (the list shall be in alphabetic order).
 - After that each candidate (*eligible for participation*) shall, in an anonymous manner, within 20 minutes enter the names of **not more than 18 candidates** for whom he / she votes to be elected in the Advisory Board (*in order of priority*), after that the paper is put in the ballot box.
 - After the voting of all participants in the competition, the supervisory commission representing the UNDP and CSO shall count the votes in an open manner in the presence of all participants in the competition.
 - All names of persons in the ballot paper shall be entered in the electronic table and displayed on a screen to ensure transparency and facilitate counting of votes.
 - A candidate with the majority of votes shall be entered in the first line of the list, other candidates shall be registered in descending order depending on the number of votes cast;
- 4) The candidates who won the first eleven positions in terms of votes cast, shall be deemed elected to the Advisory Board from the civil society;
- 5) In case that the determining the first 11 positions in terms of number of votes cast **is impossible** due to the tie votes received by certain candidates, these candidates shall be selected **by lots**;
- 6) The candidates who take positions from 12 to 18 in terms of votes cast, shall be deemed elected in the pool of candidates for election in the UNDP Civil Society Advisory Board.
- 7) Minutes shall be kept during the competition.
- 8) The information on the outcomes of the competition shall be posted on the UNDP official web site.

B. Organizational chart of the UNDP CSO Advisory Board



C. Acronyms used in the Regulation

Board	Advisory Board
Chairperson	UNDP Resident Representative in the Kyrgyz Republic
CSO	Civil Society Organizations, academic organizations
KR	the Kyrgyz Republic
M&E	Monitoring and Evaluation
NGO	Non – governmental organization
UN	United Nations Organization
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Program in the Kyrgyz Republic

D. Sources of information

http://www.undp.org/content/undp/en/home/ourwork/funding/partners/civil_society_organizations/advisorycommittee.html

<http://www.un.org/democracyfund/terms-reference>

<http://www.un.org/en/sections/resources/civil-society/index.html>

<http://www.ngocongo.org/>

http://www.undp.org/content/undp/en/home/ourwork/partners/civil_society_organizations/advisorycommittee/

<http://csonet.org/index.php?menu=80>

http://www.coe.int/t/dghl/cooperation/ccpe/presentation/ccpe_en.asp

<http://www.se4all.org/about-us/advisory-board/advisory-board-terms-reference/>

<http://www.planning.gov.tt/sites/default/files/content/mediacentre/documents/Draft%20TOR%20CSB%20-%202012.pdf>

<http://esango.un.org/civilsociety/login.do>